



**June 19, 2003**

**WEST VIRGINIA BULLETIN NO. WV300-3-9**

**SUBJECT: LTP – Accomplishment to Date of Conservation Reserve Program (CRP) Ledger of Plans Completed for FY 2003.**

**Purpose: To collect FY-03 Ledger of Plans Completed.**

**Expiration Date: September 30, 2003**

**ACTION DUE BY: Field Offices – July 11, 2003**

The attached memorandum provides directions on compiling the State's CRP Ledger of Plans Completed. All field offices are to complete the ledger for all continuous CRP and Conservation Reserve Enhancement Program (CREP) plans in all counties they serve. Herb Andrick will forward an Excel spreadsheet for the field offices to complete and return to him. Field offices will forward their ledger electronically to Herb Andrick by July 11, 2003.

**Negative reports are required.**

**If you have any questions, please contact Jim Piper at (304) 284-7543 or Herb Andrick at (304) 284-7560.**

**/s/**

**LILLIAN V. WOODS  
State Conservationist**

**Attachments**

**DIST: FO  
AO  
Herb Andrick, Toolkit/GIS specialist, Morgantown, WV**

**SUBJECT: LTP - Accomplishment to Date of Conservation Reserve Program (CRP) Ledger of Plans Completed for Fiscal Year (FY) 2003** **Date: June 18, 2003**

**TO: Regional Conservationists** **File Code: 300-11**  
**State Conservationists**

**Response Due By: July 16, 2003**

The agency is using a "full cost model" to predict the cost of technical assistance for CRP rather than a reimbursement from the Farm Services Agency (FSA). With this new change, it is necessary that all Regional and State Conservationists fully understand how CRP reimbursement is earned by the Natural Resources Conservation Service (NRCS) at the National and the State level.

The model predicts the cost of delivering CRP based on the tasks completed using data from the workload analysis. The CRP allowances were based on a projected number of contracts for your State for the General and Continuous Sign-up. For this year, CRP earnings will be based on the full cost model. However, your initial allocations were for the continuous CRP since the Secretary had not announced a general sign up. NRCS CRP technical assistance is based on two work products from the model: (1) \$817 per plan completed and approval by the FSA county committee, and (2) \$377 per plan for practice implementation. The total of these two products is our CRP technical assistance cost (\$1,194). Generally, these products are completed over a 2-year period. For those CRP contracts which require more than 2 years to plan and to implement, the technical assistance work will still need to be charged to CRP (prior year).

In an attempt to determine how much CRP technical assistance funds has been obligated by States, we need to know the total number of conservation plans that has been completed by your State through May 31, 2003. This will assist us in accurately accounting for the technical assistance dollars we have earned against what we still have available in order to provide additional funds to those States who have or shortly will earn additional dollars over and beyond their initial allocation.

We are defining completed conservation plans as plans: (1) for which all planning has been completed, (2) contains the producer's signature, (3) the endorsement of the Soil and Water Conservation District and the NRCS official, and (4) have been forwarded to FSA for County Committee approval. If these activities have not been completed, the conservation plans has not been completed and should not be shown on the State's CRP Ledger of Plans.

States with CRP activity should have transmitted electronically to all of their counties the CRP Ledger of Plans template. Each county should have saved the template as an Excel file and started entering the applicable data as of October 1, 2002. Every plan completed must be listed and a plan date entered; i.e., if a tract number is under two different CRP contracts and two plans were completed in FY 2003, the tract number will be listed twice.

**We are asking the States to compile the information from the counties and place them on a single spreadsheet. Each State will electronically transmit the CRP Ledger of Plans Completed through May 31, 2003, to National Headquarters by close of business July 16, 2003.**

**States with CRP activity recorded in TCAS, but there are no plans (contracts) recorded in the CRP data file, will need to review your States' time charges based on previous guidance and any subsequent guidance.**

**If you have questions, please contact Charles Whitmore, Acting Director, Conservation Operations Division, at (202) 720-1845, Malcolm L. Henning (202) 720-1872, or Michele Gidcumb (202) 720-5742 respectively.**

**/S/**

**JOSE J. ACEVEDO  
Deputy Chief for Programs**

**Attachment**

**cc:  
Thomas A. Weber, Associate Chief, NRCS, Washington, D.C.  
Carole Jett, Associate Deputy Chief for Programs, NRCS, Washington, D.C.**